



TEACHER JOB DESCRIPTION

EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

Post	Cover Supervisor
Grade	Scale 5 (SCP 12-15)
Responsible to	Cover Manager
Responsible for	As explained on job description
Working hours	In accordance with APTEC Pay & Conditions – 32.5 hours per week, 39 weeks per annum, 8.15am – 3.30pm.

Everyone at Thomas Tallis works to fulfil our School Plan. All teachers must fulfil the DfE Teacher Standards at all times and, where appropriate, the UPR standards.

We expect staff to:

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning.
3. To stimulate a love of knowledge in our young people.
5. Unlock and develop their creativity and independence.
6. Demonstrate that learning continues well beyond lessons.
7. Develop the Thomas Tallis Habits of Mind in all teaching so that young people are inquisitive, collaborative, persistent, disciplined and imaginative.

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Purpose

- The key purpose of the job is to facilitate high quality learning within the classroom in the absence of the regular teacher.
- To be responsible to the Cover Manager for covering lessons as directed.
- To be line managed on a daily basis by the Curriculum Leader of the curriculum area to which you are attached.

Ethos

1. To create a positive relationship with staff and students.
2. To develop a sense of community which reflects the school's values.
3. To work professionally in a team environment.
4. Proactively to help develop and maintain good order in the school.

Specific Responsibilities

5. To supervise classes in the event of teacher absence (firstly in your attached Faculty and then wherever there is a demand across the school).
6. To allocate and explain to students the work set by the absent member of staff.
7. To actively participate in the lesson ensuring good behaviour and a positive learning atmosphere.

8. Referral of disciplinary or other student issues to the Curriculum Leader or pastoral staff, as appropriate.
9. To provide administrative support to the curriculum area to which you are attached as directed.
10. To create classroom and corridor displays across the school as required.
11. To invigilate examinations as required.

Other Key Duties:

12. To attend and participate in relevant meetings as required.
13. To undertake professional development as identified in the staff review process.
14. To attend Parents Evenings /Open Days for which additional payment will be made.

Additional Duties:

15. To carry out additional duties, as the Business Director/Curriculum Leader may reasonably request from time to time.
16. To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with.
17. To comply with the school's Health & safety Policy and to undertake risk assessments as appropriate.
18. To work within the school's Equality and Diversity Policy.
19. To ensure that the spirit of the school equal opportunities policy is implemented.



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Person Specification:

Cover Supervisor

	Essential	Desirable
Personal		
1	Relevant degree or good A levels in the relevant subjects.	
2	A commitment to your own continued professional development and learning.	
3	A commitment to participation.	
4	Excellent oral and written communication skills.	
Previous experience		
5	Of working in a school or similar environment.	
6	Experience of using a range of ICT and new technologies.	
Knowledge, skills and attributes		
7	Ability to work under pressure and deal with conflicting demands.	
8	Excellent organisational and time management skills.	
9	Excellent interpersonal skills and the ability to be persuasive.	
10	A commitment to safeguarding for all young people.	
Specific to this post		
11	Effective behaviour management skills and experience.	